

AGENDA

INSTITUTIONAL ERGONOMICS COMMITTEE

November 17, 1999

9:00 a.m. to 11:00 a.m.

TA-48, Building 29, Room 118
(CST-DO Conference Room)

Committee Business Items 9:00 am

- Discuss Role of IEC
- Select Chair of IEC

Status Current Action Items 9:30 am

- Furniture Installation Recompete Subteam
 - Contract Input for Furniture Installations (Recompete of Contract Associates Contract)
 - Raeanna Sharp-Geiger and Gary Whitney

Follow-up Items 9:45am

- Rooters Ergonomics Committee
 - Subteam of IEC?
- Concerns about Anthro Furniture (e- mail concern will be distributed)
- Workers Compensation Cost Determinations
 - Ergonomic metrics
 - illness and injuries
 - costs
 - lost productivity
- Advanced Ergonomics Training

Invited Presentations and Discussion

- Demonstration of Ergonomics Home Page 10:30 am
 - Rae Arguello
- Identify Agenda Items for Next Meeting 10:55 am

Adjourn 11:00 am

Institutional Ergonomics Committee

November 17, 1999 Meeting Minutes

Committee Attendees: Cathy Schuch, CST-DO; Ken Huff, PTLA; Gary Whitney, ESA-FM-ESH; Fran Talley, PA; Faye Miller, BUS-RM; Raeanna Sharp-Geiger, MST-OPS; Michael Brandt, ESH-5.

Ergonomics Community Members: Susan Martin, ESH-5; Lezlie Morris, ESH-2; Larry Wardlow, ESH-2; Helena Whyte, ESH-5; Mike Trujillo ESH-5; Kay Karns, CIC-ESH; Rae Arguello, ESH-5.

Invited Speakers: Rae Arguello, ESH-5..

Committee Business Items: Discussion of committee charter, bylaws, issue prioritization, and election of officers tabled until the next meeting. Committee members, please refer to my November 17, 1999, e- mail for specifics related to this item.

The Committee decided to schedule all future meetings for Mondays from 10 am to Noon, at TA-48, CST-DO Conference Room. The Committee discussed at length the need for a single day and time. The Committee selected this date based on the input from the Committee members and the 'extended Committee' members present. The Committee hopes that this day and time will give all interested parties enough time to schedule the meeting. Finally, given the new 9/80 schedule, previous day and time of Fridays would no longer be viable.

Action Item Status:

- Furniture Installation Contract: Gary Whitney and Raeanna Sharp-Geiger are collecting input for the contract RFQ specifications. Please send your input to them via e- mail. They will report progress at the next meeting.

Follow-up Items:

- Rooters Subcommittee: The Committee discussed the need to keep the Rooters Ergonomics Committee *separate* from the IEC. The Rooters are employees identifying issues on a voluntary basis. Raeanna Sharp Geiger, Fran Talley, and Ken Huff are members of both the IEC and the Rooters. They have committed to keeping both group informed of the priorities and respective action items to avoid duplication. Further, Committees such as the Rooters, which are

employee driven, may be subject to special guidance given HEERA and the prospect of employee unions at LANL.

- **Anthro Furniture Concern:** Aleene Jenkins, ESH-DO, raised a possible safety concern over the acquisition, installation, and use of Anthro furniture. The Committee's consensus is that the safety responsible line manager must follow the ISM cycle of hazard recognition and control. Line managers may also contact JCNNM for assistance in installing the furniture safely. Finally, contact Annette Houston, BUS-5/1, for specifics regarding the appropriate use of Anthro.
- **Workers' Compensation:** Dennis Roybal and his staff will present a detailed discussion of the workers' comp process in the December 20, 1999, meeting. At that time they will share with us the data available to the Committee regarding the cost of injuries and illnesses.

Advanced Ergonomics Training: The consensus of the Committee is that it is premature to discuss the training needs for ergonomics practitioners at this point. Dina Sassone, ESH-5, has a team developing a standard approach for collecting data and performing ergo evaluations. Dina will be invited to status the progress of her team at the December 6, 1999, IEC meeting.

Presentations:

- **ESH-5:** Rae Arguello gave an online demo of the new ergonomics web page. Please visit the site at www.esh.lanl.gov/~ergonomics or look on the November 17 Newsbulletin. All meeting attendees were quite impressed with the new page. Rae should be acknowledged for a job well done.

The next meeting of the IEC is scheduled for December 6, 1999, from 10 m to Noon, at TA-48, CST-DO Conference Room. I will send out an agenda prior to the next meeting.